

# Medical Transcription – Health Records

Ontario College Certificate

Program Tracking Sheet

Student Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Use this sheet to help you keep track of your progression through the program. Note that the order of the courses listed below is not necessarily a recommended order of completion.

Mandatory Courses (6)	Prerequisite	Complete
<a href="#">OFAD1011 Medical Terminology 1</a>	None	
<a href="#">OFAD1012 Medical Keyboarding</a>	OFAD1011 (can be taken concurrently)	
<a href="#">OFAD1013 Writing Grammatically</a>	None	
<a href="#">OFAD1014 Beginning Medical Transcription</a>	OFAD1011, OFAD1012	
<a href="#">OFAD1015 Advanced Medical Transcription</a>	OFAD1014	
<a href="#">OFAD1016 Functions in the Medical Office</a>	None	
<b>Optional Courses (choose 2)</b>		
<a href="#">OFAD1017 Essentials in Health Records Management</a>	None	
<a href="#">OFAD1018 Dental Terminology</a>	None	
<a href="#">OFAD1019 Medical OHIP Billing</a>	OFAD1011	
<b>Communications Courses (2)</b>		
<a href="#">COMM1024 Communications 1</a>	None	
<a href="#">COMM2025 Communications 2</a>	COMM1024 (or COMM1018 or COMM1016 or COMM1000)	
<b>General Education Courses (Choose 2)</b>		
<a href="#">GNED1046 Cults and Terrorism</a>	None	
<a href="#">GNED1050 Hockey Hall of Fame</a>	None	
<a href="#">GNED1051 Myths and Legends</a>	None	
<a href="#">GNED1053 What in the World is Going On</a>	None	
<a href="#">GNED1057 Astronomy</a>	None	
<a href="#">GNED1058 Growing up Digital</a>	None	
<a href="#">GNED1086 Westerns: A Study in Film</a>	None	
<a href="#">PSYL1008 Co-Dependency Addiction</a>	None	

If you are viewing this document electronically, clicking on the course titles will direct you to the course listings on the Part-time Studies website where you can view course descriptions, fees, and availability.

The passing grade for all courses is 50%, or letter grade of P (Pass) or S (Satisfactory) unless otherwise noted. The passing weighted average for promotion through each semester of a program is 60% and is a requirement to graduate.

*Last updated July 14, 2023*

